

## MSC Catalog Committee Meeting Minutes Helena, MT - Feb 28, 2008

Present: Jennifer Hackbarth (Jemma), Roberta Gebhardt, Pam Arroues, Lisa Autio, Lois Dissly, Suzanne Goodman, Jennie Stapp, Marilyn Tropper, Janice Kalvig, Carrie Nelson, Ken Adams, and Kathy Madison.

Comment [cn1]: Jenny changed to JennIE.

### Review of Catalog Committee structure & New members:

Ken introduced Jennifer Hackbarth (prefers to be called Jemma) as the new MSC Systems Admin Technician. This is her first week at MSC Headquarters.

Chair and Vice-chair positions will be elected in Jan. catalog committee meeting, with terms beginning with the annual spring MSC meeting in May. Chair position terms will last one year. Travel reimbursement for committee meetings will be addressed by the Executive committee. A bylaw change may be necessary for meeting reimbursement.

Suzanne Goodman was elected as new Vice-chair. Jenny Stapp announced that she will roll off the committee as voting member and Jess Tobin will join.

### Proposal to add new cataloging position to MSC staff:

Ken shared that a request for a new MSC staff position has already been submitted to the State Librarian. Position will be subject to funding and approval.

### Assorted Catalog Maintenance:

Recommendation: Make a "calendar of events" available to MSC membership showing when routine events are scheduled. Examples: OCLC Scan/Delete in March, Authority loads, etc. The Calendar would be created and maintained by MSC Headquarters and possibly posted on the website.

Deleted: Create a

Deleted: to Cataloging Guidelines

Deleted: ing

Jenny Stapp also recommended that a URL checker report be run annually to delete dead links in the catalog. This will have to be run in test first to ensure that a list of titles with dead URL's is generated.

Reminder: Submit new authors that need to have an authority heading established to NACO funnel reps.

### Catalog Mentors:

Cataloging skill and education is important for the MSC. Discussion focused on ways to improve Catalog mentor relationships and communications. Recommendations included:

- Have mentors initiate contact periodically, just to see if everything is going alright.
- "Cataloging Tip of the Month" email
- Direct consistent problems to catalog mentors so they can discuss records with appropriate library.
- Recruit new mentors at Spring Membership meeting.

### Catalog Cleanup:

Ken shared that funds are available to contract catalog cleanup. The clean up can be scheduled after Authority Control work is finished (late April) and Mike is able to run an updated API report to determine duplicate records. Vicki Dubbs, a former Lewiston Public Library cataloger, has expressed interest in continuing to help with cleanup. As stipulated by employment contracts, State employees can not be hired for the cleanup work. Cleanup scheduling will also factor in the inclusion of new MSC libraries and the Symphony upgrade. Symphony is the next generation of Unicorn; an upgrade and not a new system. It has received good reviews and the upgrade will probably happen sometime after April.

Find It-Fix It philosophy: Strongly recommended that catalogers clean up duplicate records, or other bib record issues as encountered throughout the year without waiting for the Clean-up. MSC Membership has previously approved this. OCLC holdings will be reconciled during the annual spring Scan/Delete. Records that can't be fixed by cataloger encountering the them will be forwarded to Ken for followup.

Deleted: D

Deleted: can be fixed

"Weird Records": There has been an increase in Level 3 and other "weird" records created for acquisition purposes. Everyone is encouraged to bring in better records when available and clean up appropriate records. Janice recommended that the poor Level 3 records not be brought into the catalog. A brief record can be created in WorkFlows for Acquisition purposes and eliminated when a better OCLC record is available.

Lois encouraged reporting OCLC mistakes when encountered.

#### Alternative Original Cataloging Arrangements:

Bozeman Public has recently contracted with OCLC to provide original cataloging for a variety of library materials. The cataloging committee would like to pursue the possibility of contracting original cataloging work as a consortium to more effectively ensure that unique Montana items are cataloged on WorldCat. Marilyn and Roberta will share this idea with the Executive Committee and more information will be gathered to determine guidelines and feasibility. Bozeman will share their experience regarding the quality of the records, turn around time, etc., when their first batch of records is returned.

#### Prompt Cat:

Jenny Stapp and Suzanne Goodman will investigate PromptCat as an option to reduce cataloging time for libraries that are used to purchasing vendor records. Records from vendors would be run through an OCLC filter. It would still be necessary to bring in some records, but this would reduce the number. PromptCat could entail collaboration among school libraries to create a list of common titles.

#### Series & Serials:

Briefly revisited series and serials in relation to user friendly iBistro display. The cataloging committee will leave this topic up to OPAC committee for recommendations. EPS which came with Rooms interface will not be used by the MSC.

#### Foreign Language Materials:

With recent programs promoting materials for Spanish speakers, Janice encouraged catalogers to ensure that records allow easy access.

Suggestions:

- Be sure to include a 650 tag -Spanish Language material.
- Foreign language materials will be a good "Tip of the Month" topic.

**Item Types and Locations:**

With MSC Headquarters fully staffed again, work on simplifying the complex list of item types and locations will continue. Ken is looking for a viable way to “hide” the locations not used by your library.